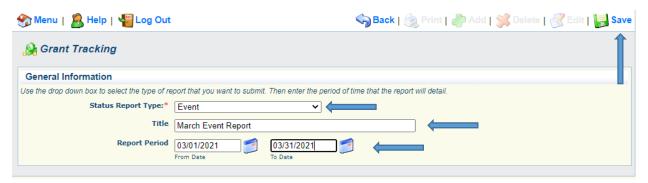
How to submit an **EVENT ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Status Reports
- Click on Add at the top of the page



• Select Event from the Status Report Type drop down menu

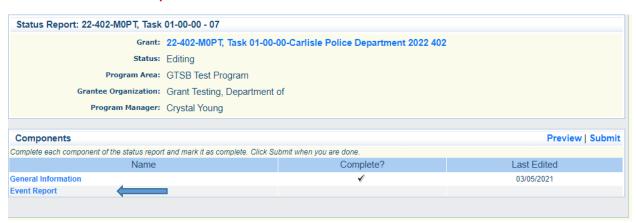


- For the Title Field, enter the month you conducted the project followed by the words "Event Report"
- Click on the calendar icons to enter the project start and end dates in the Report Period fields
- Click Save in upper right corner

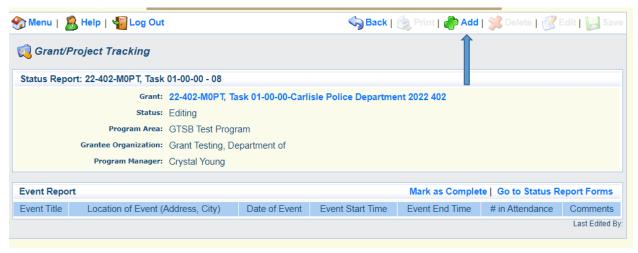
Click Return to Components



• Click on **Event Report** in the table

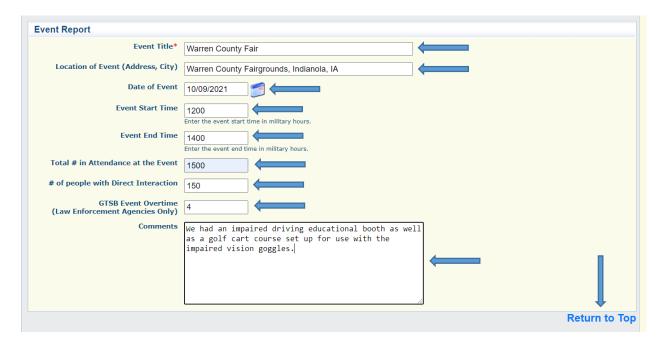


• Click on Add

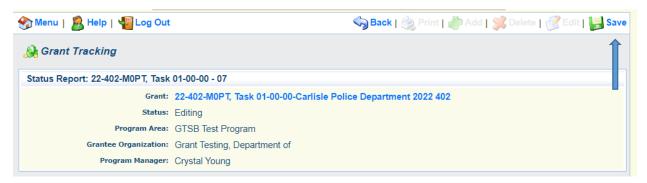


• Enter the Event Title

- Enter the location of the event.
- Click on the calendar icon to select the date in which you conducted your event
- Enter your event start and end times
- Enter the total number of attendees at the event as a whole. This may be approximate.
- Enter the total number of those attendees you had direct interaction with
- Enter the total number of overtime hours being claimed for reimbursement (Law Enforcement Agencies Only)
- Input any comments regarding the event then click Return to Top



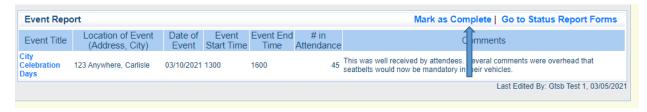
Click Save



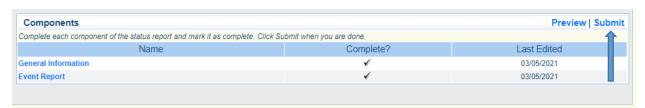
• If additional events were conducted in the report period, click Add and repeat last steps as necessary until all events are added.



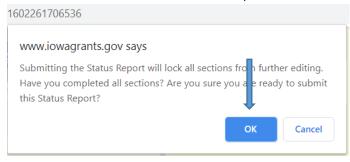
Once all events are entered, click Mark as Complete



• Click Submit



• If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking here